

**CONFIDENTIAL**

**ADMINISTRATIVE INSTRUCTION  
NO.**

**SUBJECT: Employer Designation on Individual Tax Report Forms**

1. Arrangements have been made with the appropriate office of the Collector of Internal Revenue to have all individual employees Withholding Statements (Form W-2 and W-2a) reflect the employer as "U. S. Government" rather than "CIA". Accordingly, each copy of Form W-2a hereafter forwarded to employees after the close of the calendar year or at such time as a separation or transfer takes effect will show only the U. S. Government as the employer.

2. In accordance with an understanding reached with representatives of the Internal Revenue Bureau, all employees of this Agency should show on their annual income tax returns (Form 1040 or 1040A) only the "U. S. Government" as the employer. No reference should be made to this Agency and the office location should not be indicated, i.e., show only the City and State in which the employer is located.

3. The same procedure indicated in Paragraph 2 with respect to the filing of Federal tax report forms should be followed by all CIA employees in the processing and filing of State or other local tax report forms, i.e., the U. S. Government should be shown as the employer.

4. Should any question arise subsequent to the filing of a return which might require identification with this Agency, the matter should be referred to the CIA General Counsel for advice and coordination with respect to the action which should be taken by the employee concerned.

**FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:**

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**Executive for  
Administration and Management**

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